

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Organization/Association Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Proposal for Bylaws Amendment

I hope this letter finds you well. I am writing to propose an amendment to the bylaws of [Organization/Association Name]. The proposed amendment is as follows:

[State the specific amendment you are proposing, including article and section numbers, and the exact wording of the amendment.]

The rationale behind this amendment is to [briefly explain the reasons for the proposed change and its potential benefits to the organization/association].

I believe that this amendment will enhance our governance and better serve our mission. I kindly request that this proposal be added to the agenda for the upcoming meeting on [insert date].

Thank you for considering this important matter. I look forward to discussing it further.

Sincerely,

[Your Name]

[Your Title/Position (if applicable)]

[Your Organization/Association Name (if applicable)]